

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



December 26, 2001

ALL COUNTY LETTER NO. 01-89

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CalWORKs WELFARE-TO-WORK MONTHLY ACTIVITY REPORT – ALL (OTHER) FAMILIES [WTW 25 (1/02)] AND CalWORKs WELFARE-TO-WORK MONTHLY ACTIVITY REPORT – TWO-PARENT SEPARATE STATE PROGRAM [WTW 25A (1/02)]

REFERENCE: ALL COUNTY LETTER NO. 00-02 DATED JANUARY 3, 2000

The purpose of this letter is to notify counties that the instructions and report format for the forms below have been revised:

- CalWORKs Welfare-to-Work Monthly Activity Report - All (Other) Families (WTW 25)
- CalWORKs Welfare-to-Work Monthly Activity Report Two-Parent Separate State Program (WTW 25A)

Copies of each revised form and new instructions are attached.

The significant form revision is the deletion (graying out) of the current Item **3b Terminations due to time limits**. The current form instructions define this as, "Terminations from cash aid due to a time limit requirement." In addition, the counties currently are instructed to, "Enter the total number of individuals in the program whose cash aid was terminated during the report month due to the expiration of time limits. (This is a count of total terminations in the program due to time limits)." TANF and CalWORKs 60-month time limit caseload information is being collected elsewhere. The 18 – 24 months WTW time limits do not result directly in cash aid terminations and were not correctly reported in this item. Effective with this form revision, Item 3b will no longer be a data element.

The Data Systems and Survey Design Bureau (DSSDB) is in the process of standardizing its report forms and instructions. It is expected these format standards will enhance the DSSDB report forms' data array, make the forms easier to read and to understand, as well as provide uniformity among DSSDB reports. As each form is

ALL COUNTY WEFLARE DIRECTORS

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revised due to program necessity, DSSDB is implementing the format standards. This standardization effort has resulted in minor content and formatting changes being made to the WTW 25 and WTW 25A report forms and instructions. In addition to the removal of Item 3b, this package conveys those format standards.

Enclosed are copies of the form and instructions. Additionally, the forms and instructions are available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at:  
<http://www.dss.cahwnet.gov/research/>.

These reports continue to be due on the 20<sup>th</sup> calendar day of the month following the report month. Therefore, the first revised reports, for January 2002 report month, are due on or before February 20, 2002. Fax or mail reports to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

If you have questions regarding completion of these forms, please contact Kathi Nakashima of the Data Systems and Survey Design Bureau at (916) 651-8269. Program related questions should be directed to your Employment Bureau Program analyst, Alison Welbourn at (916) 654-1423.

Sincerely,

***Original Document Signed By  
Lois VanBeers on 12/26/01***

LOIS VANBEERS  
Deputy Director  
Research and Development Division

Attachments

# CalWORKs Welfare-to-Work Monthly Activity Report All (Other) Families

SEND ONE COPY OF THIS REPORT TO:  
California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430  
FAX: (916) 657-2074

COUNTY NAME		REPORT MONTH AND YEAR		
<b>PART A. ENROLLMENT DATA</b>		DURING REPORT MONTH		
		ALL (OTHER) FAMILIES (A)	REFERRED (B)	
1. Enrollees.....	1			
2. Exemptions.....	2			
3. Removed from the Assistance Unit				
a. WTW sanctions.....	3			
b. Terminations due to time limits.....	4			
4. Entered employment.....	5			
5. Terminations due to employment.....	6			
<b>PART B. ACTIVITIES</b>				
6. Appraisal.....	7			
7. Assessment.....	8			
8. Reappraisal.....	9			
9. Job search & job readiness assistance.....	10			
10. Unsubsidized employment.....	11			
11. Self-employment.....	12			
12. Subsidized private sector employment.....	13			
13. Subsidized public sector employment.....	14			
14. On-the-job training (OJT).....	15			
15. Grant-based on-the-job training (OJT).....	16			
16. Work-study.....	17			
17. Supported work or transitional employment.....	18			
18. Work experience.....	19			
19. Community service.....	20			
20. Job skills training directly related to employment.....	21			
21. Vocational education training.....	22			
22. Education directly related to employment.....	23			
23. Adult basic education.....	24			
24. Satisfactory progress in a secondary school.....	25			
25. Other activities.....	26			
26. Providing childcare to community services participants.....	27			
27. Mental health services.....	28	29		
28. Substance abuse services.....	30	31		
29. Domestic abuse services.....	32	33		
a. Granted waiver of program rules (Subset of 29).....	34			
30. Number of individuals 6-29 (Unduplicated).....	35			
a. Self-initiated programs (SIPS) (Unduplicated subset of 30).....	36			
<b>PART C. NONPARTICIPATION STATUS</b>				
31. Noncompliance.....	37			
32. Good cause for not participating in WTW.....	38			
<b>PART D. SUPPORTIVE SERVICES</b>				
33. Transportation.....	39			
34. Ancillary services.....	40			
<b>PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES</b>				
35. Post-employment/Job-retention services.....	41			
COMMENTS				
CONTACT PERSON (Print)		TELEPHONE (      )	DATE COMPLETED	
TITLE/CLASSIFICATION		FAX (      )		

**CalWORKs WELFARE-TO-WORK  
MONTHLY ACTIVITY REPORT  
ALL (OTHER) FAMILIES  
WTW 25 (1/02)**

**INSTRUCTIONS**

**CONTENT**

The monthly WTW 25 report contains statistical information on the number of All (Other) Families who are enrolled in mandatory WTW employment-preparation activities. It also includes those enrollees who have been exempted from these employment requirements, those who have been sanctioned for failure to comply with the mandates, and those who have been terminated from employment components due to time limits and due to employment obtained during the month.

**PURPOSE**

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

**DUE DATE AND CONTACT**

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20<sup>th</sup> calendar day of the month following the report month. Fax or mail reports to:

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<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

**GENERAL INSTRUCTIONS**

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

Effective October 1, 1999, this form captures the count of individuals in **All (Other) Families** who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the

**GENERAL INSTRUCTIONS CONTINUED**

report month. **Note: Data on two-parent families are not to be included.** This information is captured in the WTW 25A.

All (Other) Families assistance units (AUs) are those that have not been identified as a Two-Parent AU and should be assigned Aid code “30” (or the specialty Aid codes 3L or 3E for legal immigrants, or 3P for AUs exempt from the grant reductions). Volunteer or other Welfare-to-Work participants (Aid code 33, zero parent families, or the specialty codes 3G or 3H for legal immigrants or 3R for AUs exempt from the grant reductions) should also be counted on this WTW 25.

To ease case management and to ensure accuracy of reporting, participants who are sanctioned for failure to comply with CalWORKs work requirements will remain coded as an All (Other) Families AU and will NOT be transferred at anytime, including the first three months of sanction, to the Zero Parent (child-only) AU.

**In Part E:** Count individuals who were **terminated prior to the report month** (who did not receive cash aid in the report month) but who received post-employment services in the report month.

<b>PART A. ENROLLMENT DATA</b>
--------------------------------

**DEFINITIONS**

Enrollment: Occurs when the county sends an individual a notice that he or she is scheduled for a WTW appraisal (MPP Section 42-702.3).

Enrollee: Is an individual who has been enrolled or has been sent a notice that he or she was scheduled for a WTW appraisal. Count individuals who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month. An enrollee is defined as either (1) required to participate, or (2) willing to participate.

Exempt: A CalWORKs adult applicant or recipient who is not required to participate (MPP Section 42-701.2(e)(2)).

WTW sanction: Occurs when the individual is not aided during the report month for a failure to comply with WTW program requirements without good cause and for whom compliance efforts have failed (MPP Section 42-721.41).

Termination: Is removal from cash aid for any reason.

Termination due to time limits: This item has been grayed out. **Leave blank.**

Employment: Is work that is compensated at least at applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two (MPP Section 42-701.2(e)(1)). All of the employment components below must meet the core definition.

Entered employment: Is those individuals who began unsubsidized employment during the report month at the applicable state or federal minimum wage.

Termination due to employment: Is termination from cash aid due to earnings from employment.

**PART A. ENROLLMENT DATA CONTINUED****ITEM INSTRUCTIONS**

1. **Enrollees:** Enter the total number of individuals who were enrolled in the program, at any time, during the report month. Include individuals who are in unsubsidized employment for the required number of hours, but who may not have signed a WTW plan. This is a count of all enrollees in the program. This is NOT a count of new enrollees in the month. *[Cell 1]*  
  
The following individuals should not be included as an enrollee:
  - Exempt or sanctioned individuals who are no longer required to participate in WTW activities.
  - Individuals who have transitioned from the receipt of aid to post-employment or job retention services. These individuals should be included in Item 35.
2. **Exemptions:** Enter the total number of individuals in the program who were exempt at any time during the report month. This is a count of total exemptions in the program. *[Cell 2]*
3. **Removed from the Assistance Unit:** This is a heading for Items 3a and 3b.
  - a. **WTW sanctions:** Enter the total number of individuals in the program who were not aided during the report month due to a WTW sanction. This is a count of total individuals sanctioned in the program. Do not list individuals if entire case has been discontinued. *[Cell 3]*
  - b. **Terminations due to time limits:** This item has been grayed out. **Leave blank.** *[Cell 4]*
4. **Entered employment:** Enter the total number of individuals who began unsubsidized employment during the report month, whether or not they remained on aid. This is a count of individuals who entered employment in the month you are reporting. *[Cell 5]*
5. **Terminations due to employment:** Enter the total number of individuals terminated from cash aid during the report month due to earnings from employment. This is a count of terminations in the month you are reporting due to employment. *[Cell 6]*

**PART B. ACTIVITIES****DEFINITIONS**

**Appraisal:** Is a required activity in which the CWD informs the individual of the requirement to participate in available WTW activities and of available supportive services (MPP Section 42-711.522). During the appraisal, the individual must provide information about his or her employment history and skills, need for supportive services, and any other relevant information the CWD requires in order to assign WTW activities appropriately (MPP Section 42-711.523).

**Assessment:** Is a process in which an individual must work with the CWD to develop and agree on a WTW plan, based on the individual's skills and needs. The plan must specify the activities to which the individual will be assigned and the supportive services to be provided (MPP Section 42-711.553).

**Reappraisal:** Is an evaluation to determine what activities individuals must engage in if they are still unemployed after completing all activities in their WTW plan (MPP Section 42-711.71).

**Job search & job readiness assistance:** The individual is assigned to either Job search, a WTW activity in which the individual's principal activity is to seek employment (MPP Section 42-701.2(j)(3)) or

**PART B. ACTIVITIES CONTINUED****DEFINITIONS CONTINUED**

Job readiness assistance, a WTW activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency (MPP Section 42-701.2(j)(2)).

Unsubsidized employment: Is all employment that is not subsidized.

Self-employment: Is defined by the county, but must include the elements of employment, as defined above.

**NOTE:** CalWORKs recipients who are in unsubsidized employment or self-employed for sufficient hours to meet the minimum work participation requirements and choose not to go to assessment, pursuant to Section 42-711.552, shall be treated as CalWORKs unsubsidized employment or self employment participants in the CalWORKs WTW program for reporting and sanctioning purposes.

Subsidized employment: Is employment in which the WTW individual's employer is partially or wholly reimbursed for wages and/or training costs (MPP Section 42-701.2(s)(2)).

Subsidized private sector employment: Is subsidized employment for a private employer.

Subsidized public sector employment: Is subsidized employment in government.

On-the-job training (OJT): Is defined by the county.

Grant-based on-the-job training (OJT): Is a WTW activity that is performed in the public or private sector in which the recipient's cash grant, or a portion thereof, or the aid grant savings resulting from employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the individual. Grant-based OJT may include community services positions (MPP Section 42-701.2(g)(2)).

Work-study: Is defined by the county.

Supported work or transitional employment: Is a WTW activity that is a form of grant-based OJT in which the individual's cash grant, or a portion thereof, or the aid grant savings from employment, is diverted to an intermediary service provider to partially or wholly offset the payment (MPP Section 42-701.2(s)(3)).

Work experience: Is a WTW training activity in the public or private sector, performed under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the individual's experience, or provide a needed community service that will lead to unsubsidized employment (MPP Section 42-701.2(w)(1)).

Community service: Is a WTW training activity that is temporary and transitional, is performed in the public or private nonprofit sector under close supervision of the activity provider, and provides individuals with basic job skills that can lead to employment while meeting a community need (MPP Section 42-701.2(c)(3)).

Job skills training directly related to employment: Is defined by the county.

Vocational education training: Is defined by the county.

Education directly related to employment: Is defined by the county.

**PART B. ACTIVITIES CONTINUED****DEFINITIONS CONTINUED**

Adult basic education: Is a WTW activity with instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-second-language (MPP Section 42-701.2(a)(1)).

Satisfactory progress in a secondary school: Is defined by the county. This activity applies to a single teen head of household, to a married teen, and to those 16 or older who have a WTW plan.

Other activities: Are defined by the county.

Providing childcare to community services participants: Is defined by the county.

Mental health services: Are defined by the county (MPP Section 42-711.56).

Substance abuse services: Are defined by the county (MPP Section 42-711.57).

Domestic abuse services: Are defined by the county.

Granted waiver of program rules: Is the number of individuals who are victims of domestic abuse and are granted a waiver of program rules by the county to assist the individual participant in WTW activities.

Self-initiated programs (SIPs): Are those activities that meet the requirements of MPP 42-711.54 et seq. All individuals in SIPs should also be counted in their specific WTW activities.

**ITEM INSTRUCTIONS**

**FOR ITEMS 6–8, COUNT INDIVIDUALS IN EACH ACTIVITY  
THEY COMPLETED DURING THE REPORT MONTH.**

6. Appraisal: Enter the total number of individuals who completed an appraisal during the report month. [Cell 7]
7. Assessment: Enter the total number of individuals who completed an assessment during the report month. [Cell 8]
8. Reappraisal: Enter the total number of individuals who completed a reappraisal during the report month. [Cell 9]

**FOR ITEMS 9–29, COUNT INDIVIDUALS IN ALL ACTIVITIES  
IN WHICH THEY PARTICIPATED DURING THE REPORT MONTH.**

9. Job search & job readiness assistance: Enter the total number of individuals who participated in job search or job readiness assistance during the report month. [Cell 10]
10. Unsubsidized employment: Enter the total number of individuals who participated in unsubsidized employment during the report month. [Cell 11]
11. Self-employment: Enter the total number of individuals who were self-employed during the report month. [Cell 12]
12. Subsidized private sector employment: Enter the total number of individuals who participated in subsidized private sector employment during the report month. [Cell 13]



**PART B. ACTIVITIES CONTINUED****ITEM INSTRUCTIONS CONTINUED**

13. Subsidized public sector employment: Enter the total number of individuals who participated in subsidized public sector employment during the report month. *[Cell 14]*
14. On-the-job training (OJT): Enter the total number of individuals who participated in on-the-job training during the report month. *[Cell 15]*
15. Grant-based on-the-job training (OJT): Enter the total number of individuals who participated in grant-based on-the-job training during the report month. *[Cell 16]*
16. Work-study: Enter the total number of individuals who participated in work-study during the report month. *[Cell 17]*
17. Supported work or transitional employment: Enter the total number of individuals who participated in supported or transitional employment during the report month. *[Cell 18]*
18. Work experience: Enter the total number of individuals who participated in work experience during the report month. *[Cell 19]*
19. Community service: Enter the total number of individuals who participated in community service during the report month. *[Cell 20]*
20. Job skills training directly related to employment: Enter the total number of individuals who participated in job skills training directly related to employment during the report month. *[Cell 21]*
21. Vocational education training: Enter the total number of individuals who participated in vocational education training during the report month. *[Cell 22]*
22. Education directly related to employment: Enter the total number of individuals who participated in education directly related to employment during the report month. *[Cell 23]*
23. Adult basic education: Enter the total number of individuals who participated in adult basic education during the report month. *[Cell 24]*
24. Satisfactory progress in a secondary school: Enter the total number of individuals (single teen head of household, married teen, or 16 year old or older who has a WTW plan) who made satisfactory progress in a secondary school during the report month. *[Cell 25]*
25. Other activities: Enter the total number of individuals who participated in other activities during the report month. *[Cell 26]*
26. Providing childcare to community services participants: Enter the total number of individuals who provided childcare to community services individuals during the report month. *[Cell 27]*
27. Mental health services: Enter in Column **A** the total number of individuals who participated in mental health services during the report month. *[Cell 28]*  
  
Mental health services: Enter in Column **B** the total number of individuals referred to a county mental health agency for an evaluation during the report month. *[Cell 29]*
28. Substance abuse services: Enter in Column **A** the total number of individuals who participated in substance abuse services during the report month. *[Cell 30]*

**PART B. ACTIVITIES CONTINUED****ITEM INSTRUCTIONS CONTINUED**

Substance abuse services: Enter in Column **B** the total number of individuals referred to a county alcohol and drug agency for an evaluation during the report month. *[Cell 31]*

29. Domestic abuse services: Enter in Column **A** the total number of individuals who participated in domestic abuse services during the report month. *[Cell 32]*

Domestic abuse services: Enter in Column **B** the total number of individuals referred for domestic abuse services during the report month. *[Cell 33]*

- a. Granted waiver of program rules (Subset of 29): Enter the total number of individuals who participated in domestic abuse services during the report month that had been granted a waiver of program rules. *[Cell 34]*

30. Number of individuals 6-29 (Unduplicated): Enter the unduplicated total number of individuals who were counted in activities 6-29 during the report month. This total is not the sum of Items 6-29. *[Cell 35]*

- a. Self-initiated programs (SIPs) (Unduplicated subset of 30): Enter the total number of individuals who were in Self-initiated programs during the report month. These individuals should also be counted in their specific WTW activity (e.g., vocational education training). *[Cell 36]*

**PART C. NONPARTICIPATION STATUS****DEFINITIONS**

Noncompliance: Is any individual who was sent a notice of noncompliance and has not yet returned to participation or has not yet been sanctioned.

Good cause: Is any individual in good cause status as defined in law or by the county (MPP Section 42-713).

**ITEM INSTRUCTIONS**

31. Noncompliance: Enter the total number of individuals who were sent a notice of noncompliance and have not yet returned to participation or have not yet been sanctioned during the report month. *[Cell 37]*
32. Good cause for not participating in WTW: Enter the total number of individuals who had good cause during the report month. *[Cell 38]*

**PART D. SUPPORTIVE SERVICES****DEFINITIONS**

Transportation: Is public transportation, CWD provided transportation, use of a private vehicle, parking, and other related transportation expenses (MPP Section 42-750).

Ancillary services: Are the cost of books, tools, clothing specifically required for the job, fees, and other costs necessary to participate in WTW activities (MPP Section 42-750.113).

**PART D. SUPPORTIVE SERVICES CONTINUED****ITEM INSTRUCTIONS**

33. Transportation: Enter the total number of participants who received transportation payments during the report month. [Cell 39]
34. Ancillary services: Enter the total number of participants who received ancillary payments during the report month. [Cell 40]

**PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES****DEFINITIONS**

Post-employment/Job-retention services: Are services for individuals who exited cash aid due to employment prior to the report month (MPP Section 42-717). This includes supportive services, except for childcare.

**ITEM INSTRUCTIONS**

35. Post-employment/Job-retention services: Enter the total number of individuals (who did not receive cash aid in the report month) who received post-employment/job-retention services during the report month. [Cell 41]

**COMMENTS**

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

# CalWORKs Welfare-to-Work Monthly Activity Report Two-Parent Separate State Program

SEND ONE COPY OF THIS REPORT TO:  
California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430  
FAX: (916) 657-2074

COUNTY NAME		REPORT MONTH AND YEAR		
<b>PART A. ENROLLMENT DATA</b>		DURING REPORT MONTH		
		TWO-PARENT FAMILIES (A)	REFERRED (B)	
1. Enrollees.....	1			
2. Exemptions.....	2			
3. Removed from the Assistance Unit				
a. WTW sanctions.....	3			
b. Terminations due to time limits.....	4			
4. Entered employment.....	5			
5. Terminations due to employment.....	6			
<b>PART B. ACTIVITIES</b>				
6. Appraisal.....	7			
7. Assessment.....	8			
8. Reappraisal.....	9			
9. Job search & job readiness assistance.....	10			
10. Unsubsidized employment.....	11			
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24. Satisfactory progress in a secondary school.....	25			
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34. Ancillary services.....	40			
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35. Post-employment/Job-retention services.....	41			
COMMENTS				
CONTACT PERSON (Print)		TELEPHONE (      )	DATE COMPLETED	
TITLE/CLASSIFICATION		FAX (      )		

**CalWORKs WELFARE-TO-WORK  
MONTHLY ACTIVITY REPORT  
TWO-PARENT SEPARATE STATE PROGRAM  
WTW 25A (1/02)**

**INSTRUCTIONS**

**CONTENT**

Effective October 1, 1999 two-parent families were placed in a separate state program. The state requires information specific to the Two-Parent Separate State Program (SSP). Therefore, the data elements on the WTW 25A mirror those on the WTW 25, which collects data on other welfare-to-work participants.

There is no change to welfare-to-work or work participation requirements for the Two Parent SSP.

The monthly WTW 25A report contains statistical information on individuals in two-parent families who are enrolled in mandatory WTW employment-preparation activities. It also includes those enrollees who have been exempted from these employment requirements, those who have been sanctioned for failure to comply with the mandates, and those who have been terminated from employment components due to time limits and due to employment obtained during the month.

**PURPOSE**

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

**DUE DATE AND CONTACT**

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20<sup>th</sup> calendar day of the month following the report month. Fax or mail reports to:

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Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

**GENERAL INSTRUCTIONS CONTINUED**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

Two-parent families are assistance units (AUs) that include two, aided non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are aided minors and neither is the head-of-household. For purpose of this definition:

- The disability determination for a parent is based on the definition of incapacity in Manual of Policies and Procedures (MPP) Section 41-430.
- A minor parent is not considered a head-of-household when aided as a child.

All cases that meet this specific Two-Parent AU definition should be identified and assigned aid code “35” (or the specialty aid codes 3M or 3U for legal immigrant) for the new separate state program.

To ease case management and to ensure accuracy of Two-Parent SSP reporting, parent(s) in this two-parent caseload who are sanctioned for failure to comply with CalWORKs work requirements will remain coded as a Two-Parent AU and will NOT be transferred at anytime, including the first three months of sanction, to the Zero Parent (child-only) AU or the All (Other) Families AU caseload.

**In Part B, C, and D:** Count individuals who **received cash aid or who were eligible for cash aid** (e.g., individuals in a zero basic grant status) **in the report month**.

**In Part E:** Count individuals who were **terminated prior to the report month** (who did not receive cash aid in the report month) but who received post-employment services in the report month.

<b>PART A. ENROLLMENT DATA</b>
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**DEFINITIONS**

Enrollment: Occurs when the county sends an individual a notice that he or she is scheduled for a WTW appraisal (MPP Section 42-702.3).

Enrollee: Is an individual who has been enrolled or has been sent a notice that he or she was scheduled for a WTW appraisal. Count individuals who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month. An enrollee is defined as either (1) required to participate, or (2) willing to participate.

Exempt: A CalWORKs adult applicant or recipient who is not required to participate (MPP Section 42-701.2(e)(2)).

WTW sanction: Occurs when the individual is not aided during the report month for a failure to comply with WTW program requirements without good cause and for whom compliance efforts have failed (MPP Section 42-721.41).

Termination: Is removal from cash aid for any reason.

Termination due to time limits: This item has been grayed out. **Leave blank.**

Employment: Is work that is compensated at least at applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two (MPP Section 42-701.2(e)(1)). All of the employment components below must meet the core definition.

**PART A. ENROLLMENT DATA CONTINUED****DEFINITIONS CONTINUED**

Entered employment: Is those individuals who began unsubsidized employment during the report month at the applicable state or federal minimum wage.

Termination due to employment: Is termination from cash aid due to earnings from employment.

**ITEM INSTRUCTIONS**

1. Enrollees: Enter the total number of individuals who were enrolled in the program, at any time, during the report month. Include individuals who are in unsubsidized employment for the required number of hours, but who may not have signed a WTW plan. This is a count of all enrollees in the program. This is NOT a count of new enrollees in the month. *[Cell 1]*  
  
The following individuals should not be included as an enrollee:
  - Exempt or sanctioned individuals who are no longer required to participate in WTW activities.
  - Individuals who have transitioned from the receipt of aid to post-employment or job retention services. These individuals should be included in Item 35.
2. Exemptions: Enter the total number of individuals in the program who were exempt at any time during the report month. This is a count of total exemptions in the program. *[Cell 2]*
3. Removed from the Assistance Unit: This is a heading for Items 3a and 3b.
  - a. WTW sanctions: Enter the total number of individuals in the program who were not aided during the report month due to a WTW sanction. This is a count of total individuals sanctioned in the program. Do not list individuals if entire case has been discontinued. *[Cell 3]*
  - b. Terminations due to time limits: This item has been grayed out. **Leave blank.** *[Cell 4]*
4. Entered employment: Enter the total number of individuals who began unsubsidized employment during the report month, whether or not they remained on aid. This is a count of individuals who entered employment in the month you are reporting. *[Cell 5]*
5. Terminations due to employment: Enter the total number of individuals terminated from cash aid during the report month due to earnings from employment. This is a count of terminations in the month you are reporting due to employment. *[Cell 6]*

**PART B. ACTIVITIES****DEFINITIONS**

Appraisal: Is a required activity in which the CWD informs the individual of the requirement to participate in available WTW activities and of available supportive services (MPP Section 42-711.522). During the appraisal, the individual must provide information about his or her employment history and skills, need for supportive services, and any other relevant information the CWD requires in order to assign WTW activities appropriately (MPP Section 42-711.523).

Assessment: Is a process in which an individual must work with the CWD to develop and agree on a WTW plan, based on the individual's skills and needs. The plan must specify the activities to which the individual will be assigned and the supportive services to be provided (MPP Section 42-711.553).

**PART B. ACTIVITIES CONTINUED****DEFINITIONS CONTINUED**

Reappraisal: Is an evaluation to determine what activities individuals must engage in if they are still unemployed after completing all activities in their WTW plan (MPP Section 42-711.71).

Job search & job readiness assistance: The individual is assigned to either Job search, a WTW activity in which the individual's principal activity is to seek employment (MPP Section 42-701.2(j)(3)) or Job readiness assistance, a WTW activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency (MPP Section 42-701.2(j)(2)).

Unsubsidized employment: Is all employment that is not subsidized.

Self-employment: Is defined by the county, but must include the elements of employment, as previously defined on Page 2.

**NOTE:** CalWORKs recipients who are in unsubsidized employment or self-employed for sufficient hours to meet the minimum work participation requirements and choose not to go to assessment, pursuant to Section 42-711.552, shall be treated as CalWORKs unsubsidized employment or self employment participants in the CalWORKs WTW program for reporting and sanctioning purposes.

Subsidized employment: Is employment in which the WTW individual's employer is partially or wholly reimbursed for wages and/or training costs (MPP Section 42-701.2(s)(2)).

Subsidized private sector employment: Is subsidized employment for a private employer.

Subsidized public sector employment: Is subsidized employment in government.

On-the-job training (OJT): Is defined by the county.

Grant-based on-the-job training (OJT): Is a WTW activity that is performed in the public or private sector in which the recipient's cash grant, or a portion thereof, or the aid grant savings resulting from employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the individual. Grant-based OJT may include community services positions (MPP Section 42-701.2(g)(2)).

Work-study: Is defined by the county.

Supported work or transitional employment: Is a WTW activity that is a form of grant-based OJT in which the individual's cash grant, or a portion thereof, or the aid grant savings from employment, is diverted to an intermediary service provider to partially or wholly offset the payment (MPP Section 42-701.2(s)(3)).

Work experience: Is a WTW training activity in the public or private sector, performed under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the individual's experience, or provide a needed community service that will lead to unsubsidized employment (MPP Section 42-701.2(w)(1)).

Community service: Is a WTW training activity that is temporary and transitional, is performed in the public or private nonprofit sector under close supervision of the activity provider, and provides individuals with basic job skills that can lead to employment while meeting a community need (MPP Section 42-701.2(c)(3)).

Job skills training directly related to employment: Is defined by the county.



**PART B. ACTIVITIES CONTINUED****DEFINITIONS CONTINUED**

Vocational education training: Is defined by the county.

Education directly related to employment: Is defined by the county.

Adult basic education: Is a WTW activity with instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-second-language (MPP Section 42-701.2(a)(1)).

Satisfactory progress in a secondary school: Is defined by the county. This activity applies to a single teen head of household, to a married teen, and to those 16 or older who have a WTW plan.

Other activities: Are defined by the county.

Providing childcare to community services participants: Is defined by the county.

Mental health services: Are defined by the county (MPP Section 42-711.56).

Substance abuse services: Are defined by the county (MPP Section 42-711.57).

Domestic abuse services: Are defined by the county.

Granted waiver of program rules: Is the number of individuals who are victims of domestic abuse and are granted a waiver of program rules by the county to assist the individual participant in WTW activities.

Self-initiated programs (SIPs): Are those activities that meet the requirements of MPP 42-711.54 et seq. All individuals in SIPs should also be counted in their specific WTW activities.

**ITEM INSTRUCTIONS**

**FOR ITEMS 6–8, COUNT INDIVIDUALS IN EACH ACTIVITY  
THEY COMPLETED DURING THE REPORT MONTH.**

6. Appraisal: Enter the total number of individuals who completed an appraisal during the report month. [Cell 7]
7. Assessment: Enter the total number of individuals who completed an assessment during the report month. [Cell 8]
8. Reappraisal: Enter the total number of individuals who completed a reappraisal during the report month. [Cell 9]

**FOR ITEMS 9–29, COUNT INDIVIDUALS IN ALL ACTIVITIES  
IN WHICH THEY PARTICIPATED DURING THE REPORT MONTH.**

9. Job search & job readiness assistance: Enter the total number of individuals who participated in job search or job readiness assistance during the report month. [Cell 10]
10. Unsubsidized employment: Enter the total number of individuals who participated in unsubsidized employment during the report month. [Cell 11]

**PART B. ACTIVITIES CONTINUED****ITEM INSTRUCTIONS CONTINUED**

11. Self-employment: Enter the total number of individuals who were self-employed during the report month. *[Cell 12]*
12. Subsidized private sector employment: Enter the total number of individuals who participated in subsidized private sector employment during the report month. *[Cell 13]*
13. Subsidized public sector employment: Enter the total number of individuals who participated in subsidized public sector employment during the report month. *[Cell 14]*
14. On-the-job training (OJT): Enter the total number of individuals who participated in on-the-job training during the report month. *[Cell 15]*
15. Grant-based on-the-job training (OJT): Enter the total number of individuals who participated in grant-based on-the-job training during the report month. *[Cell 16]*
16. Work-study: Enter the total number of individuals who participated in work-study during the report month. *[Cell 17]*
17. Supported work or transitional employment: Enter the total number of individuals who participated in supported or transitional employment during the report month. *[Cell 18]*
18. Work experience: Enter the total number of individuals who participated in work experience during the report month. *[Cell 19]*
19. Community service: Enter the total number of individuals who participated in community service during the report month. *[Cell 20]*
20. Job skills training directly related to employment: Enter the total number of individuals who participated in job skills training directly related to employment during the report month. *[Cell 21]*
21. Vocational education training: Enter the total number of individuals who participated in vocational education training during the report month. *[Cell 22]*
22. Education directly related to employment: Enter the total number of individuals who participated in education directly related to employment during the report month. *[Cell 23]*
23. Adult basic education: Enter the total number of individuals who participated in adult basic education during the report month. *[Cell 24]*
24. Satisfactory progress in a secondary school: Enter the total number of individuals (single teen head of household, married teen, or 16 year old or older who has a WTW plan) who made satisfactory progress in a secondary school during the report month. *[Cell 25]*
25. Other activities: Enter the total number of individuals who participated in other activities during the report month. *[Cell 26]*
26. Providing childcare to community services participants: Enter the total number of individuals who provided childcare to community services individuals during the report month. *[Cell 27]*

**PART B. ACTIVITIES CONTINUED****ITEM INSTRUCTIONS CONTINUED**

27. Mental health services: Enter in Column **A** the total number of individuals who participated in mental health services during the report month. [Cell 28]

Mental health services: Enter in Column **B** the total number of individuals referred to a county mental health agency for an evaluation during the report month. [Cell 29]

28. Substance abuse services: Enter in Column **A** the total number of individuals who participated in substance abuse services during the report month. [Cell 30]

Substance abuse services: Enter in Column **B** the total number of individuals referred to a county alcohol and drug agency for an evaluation during the report month. [Cell 31]

29. Domestic abuse services: Enter in Column **A** the total number of individuals who participated in domestic abuse services during the report month. [Cell 32]

Domestic abuse services: Enter in Column **B** the total number of individuals referred for domestic abuse services during the report month. [Cell 33]

- a. Granted waiver of program rules (Subset of Item 29): Enter the total number of individuals who participated in domestic abuse services during the report month that had been granted a waiver of program rules. [Cell 34]

30. Number of individuals 6-29 (Unduplicated): Enter the unduplicated total number of individuals who were counted in activities 6-29 during the report month. This total is not the sum of Items 6-29. [Cell 35]

- a. Self-initiated programs (SIPs) (Unduplicated subset of Item 30): Enter the total number of individuals who were in Self-initiated programs during the report month. These individuals should also be counted in their specific WTW activity (e.g., vocational education training). [Cell 36]

**PART C. NONPARTICIPATION STATUS****DEFINITIONS**

Noncompliance: Is any individual who was sent a notice of noncompliance and has not yet returned to participation or has not yet been sanctioned.

Good cause: Is any individual in good cause status as defined in law or by the county (MPP Section 42-713).

**ITEM INSTRUCTIONS**

31. Noncompliance: Enter the total number of individuals who were sent a notice of noncompliance and have not yet returned to participation or have not yet been sanctioned during the report month. [Cell 37]
32. Good cause for not participating in WTW: Enter the total number of individuals who had good cause during the report month. [Cell 38]

**PART D. SUPPORTIVE SERVICES****DEFINITIONS**

Transportation: Is public transportation, CWD provided transportation, use of a private vehicle, parking, and other related transportation expenses (MPP Section 42-750).

Ancillary services: Are the cost of books, tools, clothing specifically required for the job, fees, and other costs necessary to participate in WTW activities (MPP Section 42-750.113).

**ITEM INSTRUCTIONS**

33. Transportation: Enter the total number of participants who received transportation payments during the report month. [Cell 39]
34. Ancillary services: Enter the total number of participants who received ancillary payments during the report month. [Cell 40]

**PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES****DEFINITIONS**

Post-employment/Job-retention services: Are services for individuals who exited cash aid due to employment prior to the report month (MPP Section 42-717). This includes supportive services, except for childcare.

**ITEM INSTRUCTIONS**

35. Post-employment/Job-retention services: Enter the total number of individuals (who did not receive cash aid in the report month) who received post-employment/job-retention services during the report month. [Cell 41]

**COMMENTS**

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.